



L.E.A.D. Academy Trust  
Lead • Empower • Achieve • Drive



Noel-Baker Academy  
A L.E.A.D. Academy

# Noel-Baker Academy

# Admissions Policy

## 2026/2027

### Policy/Procedure management log

Document name	Admissions Policy
Date approved	AGB Approval 3/12/24
Date issued	<b>Autumn 2024</b>
Date of review	<b>February 2027</b>

## Contents

1. Aims .....	2
2. Legislation and statutory requirements .....	2
3. Definitions .....	2
4. How to apply.....	3
5. Requests for admission outside the normal age group.....	3
6. Allocation of places.....	4
7. In-year admissions.....	5
8. Appeals .....	6
9. Monitoring arrangements .....	7
10. Alignment.....	6

---

### 1. Aims

This policy aims to:

- Explain how to apply for a place at Noel-Baker Academy.
- Set out the academy’s arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place
- Explain why the policy has been designed as it has

### 2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school’s normal point of entry, using the common application form provided by their home local authority. Generally this is for pupils in their final year of primary school and usually this process takes place in the Autumn of the school year prior to enrollment.

**Looked-after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**Social and medical need** are children who have a serious medical condition, which can be supported by medical evidence, significant caring responsibilities, which can be supported by a social worker or where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

**Siblings** include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Cousins are not classed as siblings.

#### 4. How to apply

For applications in the normal admissions round you should use the application form provided by Derby City's local authority. You can use this form to express your preference for schools/academies, in rank order.

You will receive an offer for a school place directly from your local authority.

- [Apply for a Secondary School Place](#)

#### 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

To request a place for your child outside their normal age group you can email [admissions@noelbakeracademy.co.uk](mailto:admissions@noelbakeracademy.co.uk) stating your case including as much information as possible to support.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The determined admission limit for the school for September 2026 is 280.

### 6.2 Admission criteria

Priority for admission to the school in September will be given to children whose parents have requested a place using the Common Application Form obtained from the Local Authority (LA the child is resident in prior to the closing date which is 31 October 2025).

**All children whose education, health and care (EHC) plans name the academy will be admitted before any other places are allocated.**

1. Places will first be allocated to looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Places will then be allocated to students who are WASP (Without a School Place/Unplaced \*see Annex 1.
3. Places will then be allocated to students who are subject to pupil premium funding who, at the closing date for applications, are residents within the relevant catchment area.
4. Places will then be allocated to students who, at the closing date for applications, are residents within the relevant catchment area, whose parents have requested a place at the relevant academy and who, at the time of admission, will have a sibling\* attending the academy.
5. Places will then be allocated to other students who, at the closing date for applications, are residents within the catchment area and whose parents have requested a place at the academy.
6. Places will then be allocated to students who are residents outside the relevant catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a sibling\* attending the relevant academy.
7. Places will then be allocated to other students who are residents outside the catchment area of the relevant academy, whose parents have requested a place at the academy.

### 6.3 Oversubscription criteria

**All children whose education, health and care (EHC) plans name the academy will be admitted before any other places are allocated.**

If the academy is not oversubscribed, all applicants will be offered a place.

In the event that the academy receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order listed, until all places are filled.

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

#### [The Children Act 1989](#)

2. Places will then be allocated to students who are resident within the relevant catchment area, whose parents have requested a place at the relevant academy and who, at the time of admission, will have a sibling\* attending the academy and are WASP/Unplaced. (see Annex 1)
3. Places will then be allocated to students who are resident within the relevant catchment area, whose parents have requested a place at the relevant academy and who, at the time of admission, will have a sibling\* attending the academy.
4. Places will then be allocated to other students who are resident within the catchment area and whose parents have requested a place at the academy and are WASP/Unplaced. (see Annex 1)
5. Places will then be allocated to other students who are resident within the catchment area and whose parents have requested a place at the academy.
6. Places will then be allocated to students who are resident outside the relevant catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a sibling\* attending the relevant academy and are WASP/unplaced. (see Annex 1)
7. Places will then be allocated to students who are resident outside the relevant catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a sibling\* attending the relevant academy
8. Places will then be allocated to other students who are resident outside the catchment area of the relevant academy, whose parents have requested a place at the academy and are WASP/Unplaced. (See Annex 1)
9. Places will then be allocated to other students who are resident outside the catchment area of the relevant academy, whose parents have requested a place at the academy.
10. Children whose parents did not request a place before the Derby City deadline date.

In categories 1 – 10, when choices have to be made between children satisfying the same criteria, places will be offered to children living nearest to the Academy, measured by a straight line. The line will be measured from the centre of the home address to the Academy using the National Ordnance Survey set points.

In category 10, places will be allocated in the order of priority of categories 1 – 9.

## 6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 3.8 of the [Admissions Code](#) applies. See Annex 2.

Where an in-year application is received for a year group that is not the normal point of entry and our academy does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, admission may be refused. In this case, we will use the Fair Access Protocol to refer the child to the Fair Access team. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the academy.

## 6.5 Fair Access Protocol

We participate in Derby City Council's [Fair Access Protocol](#). This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## 7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

**Derby City Council,  
Children and Young People,  
School Admissions Section,  
The Council House,  
Corporation Street,  
Derby, DE1 2FS**

Email: [admissions@derby.gov.uk](mailto:admissions@derby.gov.uk)

Link to the application form is: <https://secure.derby.gov.uk/forms/?formid=346>

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

## 8. Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Appeals information and forms can be requested directly from the school by emailing [admissions@noelbakeracademy.co.uk](mailto:admissions@noelbakeracademy.co.uk)

For in-year admissions into any academic year group, appeals must be heard within 30 school days of being received by the appeals office.

Your appeal form and any additional information will be passed to the Clerk to the Independent Appeals Panel who will then contact you with further information about the appeal.

## 9. Monitoring arrangements

This policy will be reviewed and approved by the Academy Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the academy's admission arrangements at least once every 7 years.

## 10. Alignment

The Policy has been written to align with the relevant statutory guidance, the derby city council guidance, LEAD trust's approach, and what is deemed the fairest approach for all applicants.

## Annex 1

### Definition of an unplaced child – WASP (Without a School Place)

If an application is received for a child outside of the normal admission round first priority will be given within categories 1 – 7 to pupils who have not been on a city roll during the Academic year of application, and must meet one of the following criteria:

- a) New to the country/local area (catchment) including children of Gypsies, Roma, travellers, refugees, and asylum seekers.
- b) Children who have been out of education without a school place (not if you have removed your child from their previous setting informing them that you intend to Electively Home Educate (EHE)) for 2 months or more
- c) Children who are carers
- d) Children who are homeless
- e) Children with Special Education Needs (SEN), disabilities, or medical conditions but do not have a Statement of Special Educational Need or EHCP
- f) Children with unsupportive family backgrounds for whom a place has not been sought.

A child will not be considered unplaced if the council has allocated a school place within the normal admissions round or can offer a school place within reasonable distance outside of the normal admission round.

## Annex 2

### Children who have been permanently excluded twice or display challenging behavior

3.8 Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. [Section 87 of the SSFA 1998.](#)

The twice excluded rule does not apply to the following children:

- a) children who were below compulsory school age at the time of the permanent exclusion;
- b) children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so);
- c) children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion; and
- d) children with Education, Health and Care Plans naming the school.